

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with a high degree of supervision, receiving specific instructions for most duties. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols an assigned area to discourage criminal activity, to respond to crimes in progress, to identify and report potentially hazardous situations, and to assist motorists and pedestrians. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing in order to locate weapons. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Books arrested persons and performs basic frisk and search, and confiscates and records personal property during initial booking procedures. Transports prisoners from one location to another. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated.

Makes traffic stops and performs any other traffic control duties such as directing traffic, operating radar, and inspecting traffic control devices. Issues citations for traffic and parking violations, pursues vehicle operators committing traffic violations, conducts vehicle searches, and administers field sobriety tests. Assists in investigations by protecting accident scene from disturbance, identifies and protects evidence, photographs the accident scene, and determines approximate speed of vehicle at the time of impact. Interviews all witnesses and drivers involved in the accident. Assists in the removal of injured persons from wrecked vehicles and provides emergency medical

assistance when necessary. Assists in the investigation of deaths which occur as the result of vehicle accidents.

Performs criminal investigations of assault and battery, burglary and thefts, robberies, narcotics violations, forgery, and homicides. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interviews crime victims and witnesses, and interrogates suspects in order to evaluate responses and to obtain facts about a crime. Draws a rough sketch, dusts for and lifts fingerprints, and photographs the crime scene. Reconstructs the crime scene or the incident. Develops descriptions of suspects wanted for questioning by searching departmental files and records and following-up on any leads. Determines possible motive for crimes or incidents. Secures and executes arrest or search warrants. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court when necessary.

Participates in juvenile operations, including taking juveniles into custody who have committed a crime or delinquent act. Uses appropriate procedures for arresting and processing juveniles. Interviews juveniles, using established procedures that preserve the right of the child, and communicates with their parents or legal guardian to explain the law and penalties for alleged offenses. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused. Investigates crimes against juveniles, using appropriate procedures to ensure the protection of the child. Communicates with court officials and child protection agencies regarding juvenile cases.

Drills and practices tactical procedures for response to various emergency situations. Controls large crowds at athletic events, parades or other events. Responds to bomb threats by evaluating the seriousness of the threat and evacuating the premises if necessary. Controls and reduces the after-effects of a natural disaster by providing evacuation routes, emergency rescue, and support measures for those affected. Searches established geographic areas as part of a team to locate missing children or suspects.

Completes forms, records and reports such as log sheets, daily work activities, vehicle mileage and maintenance, and crime reports following departmental procedure. Gathers and compiles information for reports by reviewing and analyzing data discovered in the investigatory process so that reports will be accurate, complete, and clear. Writes letters, memoranda and narrative reports. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by entering and retrieving data using the NCIC computer network.

Maintains a positive image of the department through contact with the public. Maintains professional and effective police-community

relations by communicating and enhancing an attitude of cooperation with all segments of the population through day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.